

**LAFAYETTE CITY - PARISH CONSOLIDATED GOVERNMENT
CIVIL SERVICE SYSTEM
291-8330**

TO FILE AN APPLICATION

Only U.S. citizens and non-citizens authorized to work in the United States by the U.S. Citizenship and Immigration Service are eligible for employment by the Lafayette Consolidated Government.

In order for an application to be accepted, the following items are required at the time the application is turned in.

1. Proof of voter registration from the applicant's parish of residence. This may be obtained from the Registrar of Voters in your parish of residence (1010 Lafayette Street for Lafayette Parish).
2. Proof of a social security number. If you do not have your SS card, your driver's license or official document with your number **printed** on it will be accepted.

The following item may be turned in at any time **before** the test is given.

3. Proof of honorable discharge: DD214. You must show proof of having served 90 consecutive days of active duty and show proof that you were honorably discharged. Anyone showing proof will be awarded five points to a passing score.
 4. Deadlines are strictly enforced, your application form with 1 and 2 above must be submitted to the Civil Service Office before both date / time and maximum number of applications stated on the ad or announcement of the vacancy.
- After the Civil Service test the top five scoring applications plus ties will be certified as eligible for hire.
 - Any offer of employment is subject to your passing the physical examination, the drug test and retaining or achieving any qualifications or licenses or certifications required by the job.
 - Any employee hired into the LCG Civil Service system is subject to a 6 month probationary period, if unwilling or unable to perform satisfactorily during that time, the new employee may be dismissed without right of appeal.
 - Continued employment is subject to the Conditions of Employment Policy (from Human Resources Office)

DEADLINE: _____ Noon

LAFAYETTE CONSOLIDATED GOVERNMENT

CIVIL SERVICE SYSTEM

705 WEST UNIVERSITY AVENUE

P.O. BOX 4017-C

LAFAYETTE, LOUISIANA 70502

(337) 291-8330

NOTICE:

Resumes will not be
accepted in lieu of
this completed form.

APPLICATION FOR EMPLOYMENT

Fill out this application on typewriter or print in ink. To avoid delay in processing please give complete and accurate information.

THE FOLLOWING IS NECESSARY TO NOTIFY YOU OF EXAMINATION RESULTS AND/OR INTERVIEWS ONLY.

IDENTIFICATION

1.	Position applied for: _____		
2.	Name: _____		
	LAST	FIRST	MIDDLE
3.	Mailing Address: _____		
	Number	Street	Apartment Number
	City	State	Zip Code
4.	Phone: _____		DO NOT WRITE IN THIS SPACE
	Home #	Work #	
5.	Social Security Number: _____		
		VP	RES
		RV	SS
		RI	R'ced by:

PERSONAL DATA

ANSWER THE FOLLOWING QUESTIONS BY PLACING AN "X" UNDER "YES" or "NO"		YES	NO	SPECIAL QUALIFICATIONS
6.	Are you a citizen of the United States?			14. If you have a disability and require some testing assistance, (e.g. enlarged print, etc.) explain on separate sheet of paper and advise Civil Service staff before the test.
7.	If not a citizen of the United States, are you a registered alien with government permission to work in this country?			
8.	Are you a registered voter of the City or Parish in which you reside?			15. List any licenses, certifications or other professional registrations.
9.	Have you in the past worked, full-time or part-time for the: ___ former City of Lafayette Government? ___ former Lafayette Parish Government? ___ Lafayette Consolidated Government? If yes, please check the appropriate agency and state which department below. _____			
10.	Do you currently work for the Lafayette Consolidated Government? If yes, state which department. _____			16. If you are applying for clerical work, answer the following: Are you trained or experienced in the following skill: Typing Yes <input type="checkbox"/> No <input type="checkbox"/>
11.	Within the past 7 years have you been discharged from a position because your work or conduct was unsatisfactory? If yes, explain in item #22 on back.			List any office machines which you are skilled in operating.
12.	May inquiry be made of your present and/or past employer concerning your work record, qualifications, etc.?			Yes No
13.	Have you ever been CONVICTED, PLACED ON PROBATION, OR A SUSPENDED SENTENCE, for an offense other than minor traffic violations? (Convictions are not necessarily a bar to employment). If yes, explain in Item #23 on back.			Dictaphone Copier Calculator Personal Computer List any other Machines:

THE LAFAYETTE CONSOLIDATED GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

17. Circle the last grade of school you completed:

Grade School 1 2 3 4 5 6 7 8 High School 9 10 11 12 GED

List your education since high school including colleges, business, trade, correspondence, and military service schools.

Colleges, Universities and Junior Colleges Attended

NAME AND LOCATION	Date Attended		Credit Hours	Major	Degree and Year
	From	To			

Business or Trade Schools Attended

NAME AND LOCATION	Date Attended		Courses Completed	Date of Diploma or Certificate
	From	To		

Correspondence or Military Courses Completed

NAME AND LOCATION	Length of Course	Courses Completed	Date Completed

MILITARY SERVICE

18. Are you claiming Veteran's Preference? _____ If yes, then complete the following and present your DD214 before taking test.

Branch of Service
(Army, Navy, etc.)

Rank at time of Separation

Date Entered Active Duty Date	Separated From Active Duty	Military Occupation Specialty
	Retired Yes <input type="checkbox"/> No <input type="checkbox"/>	

Was Service Performed on active Full Time Basis With Full Time Pay and Allowance Yes ☐ No ☐

19. Experience: Begin with your present or latest position and work backwards. Account for all periods of employment or unemployment. GIVE YOUR DUTIES AND RESPONSIBILITIES IN SUCH DETAIL AS TO MAKE YOUR QUALIFICATIONS CLEAR.

STUDY THE FOLLOWING EXAMPLE:

From: Oct. 19 64 to July 19 69
Month Yr. Month Yr.

Name of Employer:

Commonwealth of Kentucky

Address

Finance Bldg. Auditor's Office

Phone #

233-3333

Kind of Business or Organization

Public Service

Was this a Supervisory Position?

Yes

Name and Title of Your Immediate Supervisor

A.C. Cole - Asst. State Auditor

Reason for Leaving

To Enter Army

Exact Title of Your Position: Senior Auditor

Salary: Starting \$ 910.00 per month, Final \$ 1,099.00

DUTIES AND RESPONSIBILITIES: Made field audits of accounts of state departments or political subdivisions or of persons and business firms subject to taxation or regulation by the State. Made assignments and reviewed the work of assistants; prepared reports in connection with audits made; gave instructions and direction to public officials in connection with approved methods of accounting for public funds. Occasionally testified in courts on matters involving audits completed.

1) PRESENT OR LAST POSITION

From _____, _____ to _____, _____
Month Yr. Month Yr.

Name of Employer: _____

Address: _____

Phone # _____

Kind of Business or Organization: _____

Was this a Supervisory Position? _____

Name and Title of Your Immediate Supervisor: _____

Reason for Leaving: _____

Exact Title of Your Position: _____

Salary: Starting \$ _____ per _____, Final \$ _____

Duties and Responsibilities: _____

2) NEXT PREVIOUS POSITION

From _____, _____ to _____, _____
Month Yr. Month Yr.

Name of Employer: _____

Address: _____

Phone # _____

Kind of Business or Organization: _____

Was this a Supervisory Position? _____

Name and Title of Your Immediate Supervisor: _____

Reason for Leaving: _____

Exact Title of Your Position: _____

Salary: Starting \$ _____ per _____, Final \$ _____

Duties and Responsibilities: _____

3) NEXT PREVIOUS POSITION

From _____, _____ to _____, _____
Month Yr. Month Yr.

Name of Employer: _____

Address: _____

Phone # _____

Kind of Business or Organization: _____

Was this a Supervisory Position? _____

Name and Title of Your Immediate Supervisor: _____

Reason for Leaving: _____

Exact Title of Your Position: _____

Salary: Starting \$ _____ per _____, Final \$ _____

Duties and Responsibilities: _____

20. List volunteer experience here:

4) NEXT PREVIOUS POSITION

From _____ , _____ to _____ , _____
Month Yr. Month Yr.

Name of Employer: _____

Address: _____

Phone # _____

Kind of Business or Organization: _____

Was this a Supervisory Position? _____

Name and Title of Your Immediate Supervisor: _____

Reason for Leaving: _____

Exact Title of Your Position: _____

Salary: Starting \$ _____ per _____ , Final \$ _____

Duties and Responsibilities: _____

REFERENCES

21. List three persons (do not list relatives or people who have worked for you) who have definite knowledge of your qualifications and fitness for the position for which you are applying.

FULL NAME	ADDRESS (Complete)	PHONE NO.	BUSINESS or OCCUPATION

REMARKS

22.

23.

24.

YOU MUST SIGN APPLICATION

I certify that all statements made in this application are true, complete and correct to the best of my knowledge. I realize that any misrepresentation herein may cause my application to be rejected, my name removed from the employment list, or I may be subject to dismissal from the employment of the Lafayette Consolidated Government.

Signature

Date

RECRUITING INFORMATION

The following information does not become part of your application for employment. Your answers will neither help nor hinder your chance for employment with the Lafayette Consolidated Government. They do, however, help us to assess our recruiting efforts, as well as to monitor the progress of our Equal Employment Opportunity Program. Therefore, we ask your cooperation in providing the following information. Thank you.

1. DATE OF APPLICATION: _____
month day year
2. NAME: _____
last first middle initial
3. SOCIAL SECURITY NO: _____
4. BIRTH DATE _____
month day year
5. JOB APPLIED FOR: _____
6. SEX (Please Check): _____ Male
_____ Female

**7. HOW DO YOU DESCRIBE YOURSELF IN TERMS OF THE FOLLOWING GROUP?
PLEASE CHECK.**

- _____ A. American Indian (including Aleuts and Eskimos)
- _____ B. Black/African-American/African
- _____ C. White/Caucasian/European/Middle Easterner
- _____ D. Hispanic/Chicano/Puerto Rican/Mexican American/Latin American
- _____ E. Oriental/Asian American/Pacific Islander
- _____ F. Disabled as defined by the Americans with Disabilities Act

8. HOW DID YOU HEAR ABOUT THE JOB FOR WHICH YOU APPLIED? PLEASE CHECK.

- _____ A. Lafayette Daily Advertiser
- _____ B. Out-of-town newspaper
- _____ C. Professional journal
- _____ D. Radio
- _____ E. Civil Service bulletin board
- _____ F. Present city-parish employee
- _____ G. University Placement Office
- _____ H. Louisiana State Employment Office
- _____ I. Other

PERSONNEL/RECORDS MANAGEMENT CLERK

PURPOSE AND NATURE OF WORK

This is specialized work in assisting in the maintenance of the City-Parish personnel program and the management of records. Work involves responsibility for participating in assigned phases of personnel and records management work and for performing supporting functions. Employees of this class assist in one or more areas that may include recruitment, examination, classification and compensation, employee processing, or records management. Work is performed under the general supervision of a supervisor and is reviewed upon completion for quality and conformance to policies and instructions.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Sets up and types from copy, rough draft or general instructions, forms, orders, ordinances, minutes, letters, reports, etc. Screens applicants for admission to examination to determine if they meet desirable and/or minimum requirements. Assist in assembling, duplicating, grading, and scheduling examinations. Administers exams, prepares eligible registers, and verifies payroll. Maintains employment lists. Prepares job announcements and newspaper ads. Assists in maintaining rosters and comprehensive personnel records. Records personnel transaction. Maintains and indexes records of official actions, and maintains and codifies personnel rules and regulations. Process new hires, removes former employees, verifies employment, calculates promotions, applies garnishments, handles performance evaluations, and related duties. Process or files records according to established procedures. Enters information in department records and extracts information or summarizes contents of files for use by departmental personnel. Receives and reviews records and reports, determines subject matter, and sorts according to filing procedures. Assigns cross-indexing numbers to files, and checks records for completeness, accuracy, and conformity to established procedures. Keeps records on location of materials removed from files. Traces missing files and disposes of obsolete files in accordance with established procedures. Operates a computer terminal to enter and retrieve information from files and performs routine clerical duties.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of modern office procedures, records and techniques as applied to the area of assignment.

Knowledge of City-Parish organization, operations, and records management procedures.

Knowledge of the principles and practices of personnel administration relating to examinations, recruitments, classification and compensation, personnel transactions and record keeping.

Knowledge of research methods and techniques.

Ability to express ideas clearly and concisely, orally and in writing, to groups and to individuals.

Ability to establish and maintain effective working relationships with other employees, applicants, and the general public.

Ability to understand and follow complex and oral written instructions.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school supplemented by college level or business school courses in secretarial science, business administration or statistics, and some experience in the field of personnel work, clerical or records management field; or any equivalent combination of training and experience.

NECESSARY SPECIAL QUALIFICATION

Ability to type a minimum of 45 correct words per minute.

LAFAYETTE CONSOLIDATED GOVERNMENT

NOTICE TO APPLICANTS

PRE-EMPLOYMENT DRUG TESTING

The LAFAYETTE CONSOLIDATED GOVERNMENT has a policy prohibiting the possession, distribution, use, consumption, or being under the influence of, alcohol or illegal or unauthorized, controlled substances, in order to provide a safe and healthful environment for employees, visitors, and members of the general public. Therefore, those applicants selected for employment with the LAFAYETTE CONSOLIDATED GOVERNMENT will be required to submit to a urine drug screen test and shall be dropped from consideration of employment if the testing results indicate a detectable amount of illegal or unauthorized substances.

Individuals who have been disqualified due to positive test results shall be ineligible to reapply for work with the LAFAYETTE CONSOLIDATED GOVERNMENT for a period of seven years after having been dropped from consideration. Upon reapplication, those applicants must show proof of their completion of a reasonable drug and alcohol treatment or counseling program.